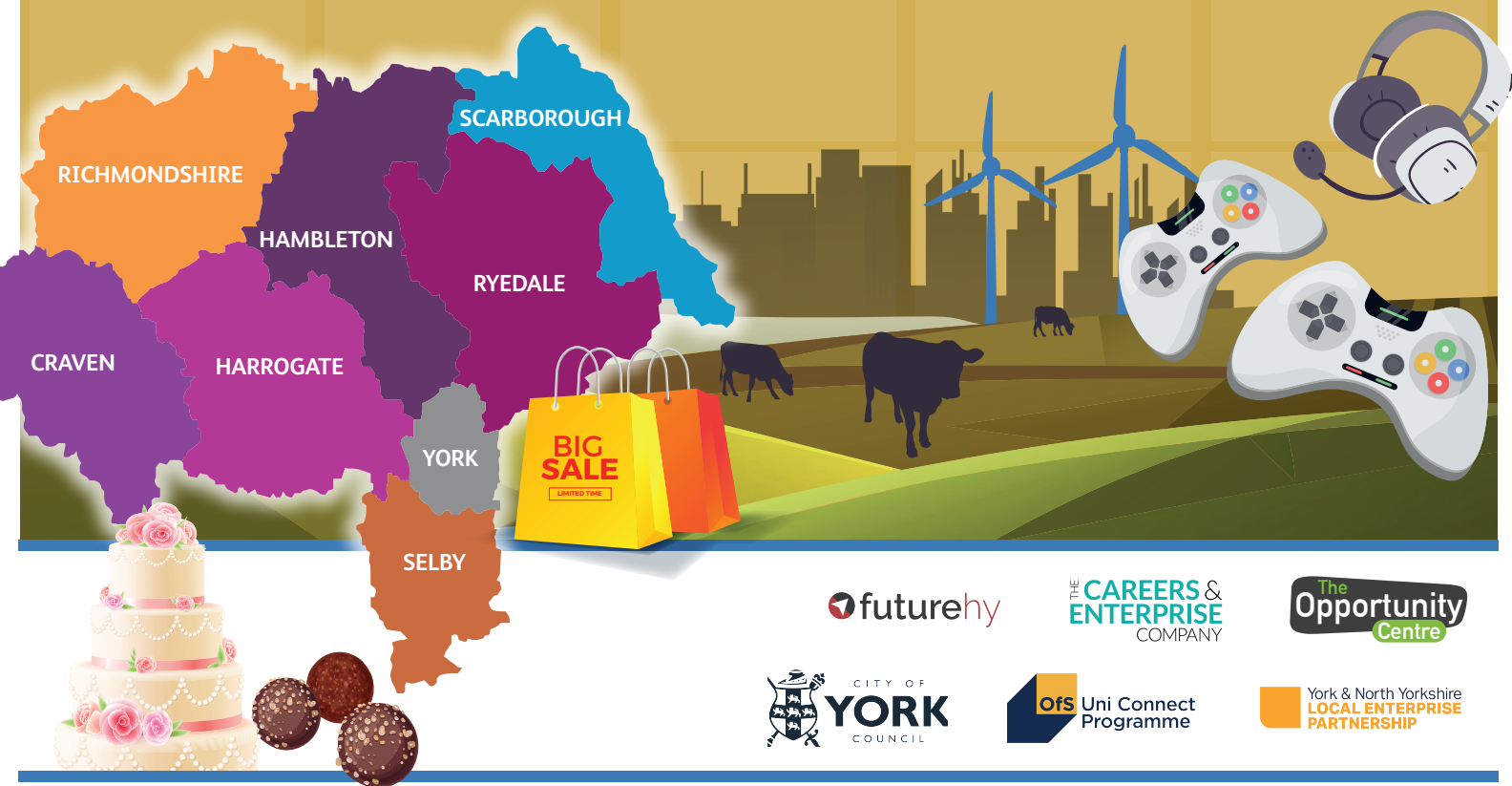


# Shape Your Future...

in York & North Yorkshire for Foundation Learners



# Shape your own future

This booklet will help you to prepare for adulthood and think about what you are going to do at age 16 and 18. It outlines your education and training options and provides information about the local jobs market.

There are opportunities for you to gain employment if you have the desire and drive to do so. Paid work is good for you and it will help you to have an independent a life as possible. If you can do a work experience placement as part of your education that will also help you. It's important to always think about if your choices at 16 will help you achieve your future goals when you are 18 and older.

## Top tip!



**Your teachers, professionals and family/carers can help you to plan what you want to do.**



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# Changes in the Labour Market\*

Employers are more interested in developing a diverse workforce, reflecting the local community including those young people with SEND.



New technology is being developed constantly.



'Green' issues; Taking more care of the environment.



The skills of people around the world are increasing.



People are living longer than before.



People are thinking carefully how they spend their money, especially in their leisure time.

Find out more about skills on page 22-23.



# Your Choices

**During your education you may have choices about what subjects you want to study.**

You will be able to speak to your teachers about what subjects are on offer. You also need to start to think about what job you may want to do in the future and choose subjects that will help you to succeed in that job. Talk to your teachers, professionals, parents and carers to help you decide.

There will be some subjects that you need to study - your school will let you know what these are. You'll also be given support to decide what level is best for you to study these at.

After this, it will be time to think about your next steps after school and consider what you would like to do when you are 16 and 18.



**There are a number of options open to you at 16:**

- Full time education (school sixth form, sixth form or further education (FE) or specialist college, training provider or home education).
- Combine work and study (Traineeships, Apprenticeships, and Supported Internships).
- Volunteer or work part-time and study.

**Whatever choices you make, remember:**

- Consider more than one option.
- Check application closing dates.
- Visit the places you would like to apply for and meet the staff.
- Speak to your teacher, parent/ carer or professional for advice.

# Qualifications & Pathways



It is important that you continue to receive training and education and there are many different qualifications and ‘pathways’ you can take as you progress.

We’ve listed some of the qualifications and their levels here, remember not all qualifications are offered everywhere. You may need to speak to someone to help you to understand the levels and what qualifications would be right for you.

## Pre-Entry

Basic knowledge and skills, not aimed towards specific jobs.

You will gain appropriate qualifications in: Reading, writing and spelling, communicating, basic mathematics, IT and general study skills.

## Entry Level 1, Entry Level 2 and Entry Level 3

Entry Level courses vary in their focus but are all designed to encourage independence and teach new skills.

- Entry Level Award
- Certificate
- Diploma
- Essential Skills
- Skills for Life
- ESOL (English for Speakers of Other Languages)
- Traineeship
- Study Programme
- Supported Internship



## Level 1

Activities which mostly relate to everyday situations and may be linked to jobs.

- GCSE (grades 1-3)
  - Traineeship
  - Study Programme
  - NVQ
  - Essential Skills
  - Music Grades 1, 2 & 3
  - Key Skills
  - Level 1 Award, Certificate & Diploma
  - Functional Skills
  - Skills for Life
  - ESOL (English for Speakers of Other Languages)
  - Supported Internship
- 

## Top tips!

Remember qualifications are changing all the time and we've not been able to list every one that is available. Talk to your teachers, tutors or professional for the latest information.





# Small Business & Self Employment

## Trying self-employment

If you're considering self-employment, there's a lot of support and advice available to get you started.

Self-employment can be working from home for a few hours a week or it can be full-time in an office.

## Skills you need to be self-employed

These can be things you do yourself or may need help with:

- Maths and literacy
- Record keeping
- Using social media to promote your service or product
- Building a website

## Working at your own pace

You do not need to work every day if you're self-employed. You can choose your own hours, depending on the time or energy you have. Working for just a few hours is still working. For example you could:

- Work when you can, which could vary from week to week
- Increase your hours slowly because you want to work full-time

## Mentoring support

Online resources can help you prepare for becoming self-employed, such as:

- The Association of Disabled Professionals has



information for disabled entrepreneurs

- Accessful Foundation supports disabled entrepreneurs
- RNIB business supports blind and partially-sighted people

Your GP surgery might have a social prescribing service. This will put you in touch with local organisations in your area, including support with employment.





# Agriculture & Agritech



Agri-tech brings together farmers and food producers with scientists and technologists to improve food production. The agricultural sector is a key strength in our rural areas.

## Types of Jobs

- Gamekeeper
- Farm worker
- Tractor driver
- Stock control assistant
- Farm secretary

## Skills/qualities

- Problem solving
- Attention to detail
- Team working

- Health and safety aware
- An interest in the natural world and the outdoors

## Some local employers:

- Russell Group
- Ibbotson's Potatoes
- ADAS
- Hobson Farming Ltd
- Fera Science Ltd
- Cargill
- Green-tech

## Spotlight on...

### Farm secretary

As part of your day-to-day duties you could:

- Use tailor-made agricultural business software
- Keep records of livestock and crops, to help with crop and stock planning
- Apply for government grants and subsidies
- Prepare farm business accounts and tax returns
- Deal with wages and staff records
- Cost, order and pay for equipment





# Business, Finance and Professional Services

Business services describes work that supports a business. Retail is the sale of goods in shops and online.

## Types of Jobs

- Administrative assistant
- Sales administrator
- Call centre operative
- Financial services customer adviser
- Sales assistant
- Numeracy and literacy
- Accuracy and attention to detail
- Sales

## Skills/qualities

- Communication
- Presentation skills
- ICT
- Problem solving
- Customer service

\*Data from National Careers Service Job Profiles



## Spotlight on...

### Administrative assistant

In this role you could:

- Deal with queries on the phone, by email and on social media
- Greet visitors at reception
- Type letters, reports and other business documents
- Update computer records
- Print and photocopy items
- Order office supplies
- Set up meetings and take notes during them



# Construction

Employment in construction is driven by investment in housing, transport infrastructure and new commercial developments. The construction of low carbon buildings, the need for social housing and energy efficiency modifications to property will all be a necessity in the years ahead.

## Types of Jobs

- Carpet fitter
- Bricklayer
- Painter/Decorator
- Carpenter
- Builders merchant

## Skills/qualities

- Problem solving
- Attention to detail
- Team working
- Communication
- Practical and technical
- Safety aware

- Able to read drawings
- Accurate measurement

## Some local employers:

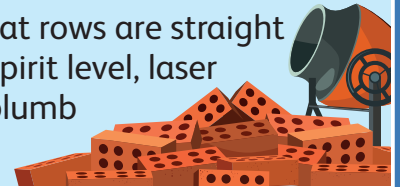
- Persimmon Homes
- Shepherd Building Group
- Severfield PLC
- Thompson Homes
- Scothern Construction
- Simpson (York) Ltd
- Ilke Homes



## Spotlight on...

### Bricklayer

- Measure work areas and set out the first rows of bricks or blocks
- Mix mortar by hand or with a mechanical mixer
- Use a trowel to lay bricks and mortar
- Shape and trim bricks using hammers, chisels and power tools
- Check that rows are straight using a spirit level, laser level or plumb line





# Creative & Digital

Roles in the creative and digital sector use the latest technologies and include work in film and TV, social media, advertising, fashion, computer games and animation.

## Types of Jobs

- Reprographic assistant
- Web designer
- Computer games tester
- Pre-press operator

## Skills/qualities

- Creative thinking
- Presentation skills
- Problem solving
- Communication
- IT
- Design

- Attention to detail
- Customer service

## Some local employers:

- Barker Brooks Media
- Church Fenton Studios
- Electric Angel Design
- Revolution Software
- Fever Digital

## Spotlight on...

### Reprographic assistant

- Take customer orders
- Help prepare designs and layouts for print runs
- Work out timescales, costs and the number of copies required
- Programme instructions into copying, scanning and printing equipment
- Make sure machines have suitable levels of inks, chemicals and toners
- Mount printing plates, if working on a press, and line them up correctly
- Monitor the progress of the copying run and quality check samples







# Energy, Bio Renewables and the Circular Economy

The Energy Sector relates to the making and supply of energy. Renewable energy comes from natural resources such as sunlight, wind, rain, tides, and waves. Waste recovery is important, converting animal, plant or crops into energy

## Types of Jobs

- Stock control assistant
- Oil diver
- Large goods vehicle driver
- Solar PV Installer
- Scaffolder

## Skills/qualities

- Problem-solving
- Attention to detail
- Computer skills
- Communication
- Team working

## Some local employers:

- Yorkshire Water
- University of York
- FERA
- Bio Vale renewables development Centre
- Allerton Waste Recovery Park
- Drax Power Station
- Duncan Renewables
- Croda
- Wilson Biochemical
- North Selby Anaerobic

## Spotlight on...

### Stock Control Assistant

- Make sure paperwork is correctly filled out
- Check stock levels and order new stock
- Update stock information on computer systems
- Receive deliveries
- Move stock with a forklift truck
- Make sure orders are despatched on time
- Answer customer enquiries online over the phone and face-to-face



# Food Manufacturing

Food manufacturing involves preparation, production and packaging of food and includes roles in development, engineering, quality control, safety, technical skills and process management.

## Types of Jobs

- Baker
- Food factory worker
- Food packaging operative
- Machinery operative
- Chef

## Skills/qualities

- Communication
- Teamwork
- Patience
- An enquiring mind
- Problem solving

- An interest in working with people

## Some local employers:

- University of York
- Coventry University, Scarborough Campus
- Karro Food
- Whitby Seafoods
- The Skills Network
- Selby College
- Nestlé

## Spotlight on...

### Baker

- Weigh out quantities of ingredients
- Mix ingredients by hand or with catering machinery
- Prepare dough
- Bake products in batches in industrial ovens
- Make quality checks
- Decorate and finish baked items ready for dispatch or shop display
- Take customer orders if working in a shop
- Keep production areas clean





# Health & Social Care

Health care is about the treatment and support of medical conditions in hospitals, health centres and in the community. Social care is about the care and support of people within the community.

## Types of Jobs\*

- Care assistant
- Healthcare assistant
- Hospital porter
- Nursery worker
- Playworker

## Skills/qualities

- Communication
- Sense of responsibility
- Good timekeeping and organisational skills
- Team work

- A positive attitude towards working with people who need care and support

## Some local employers:

- National Health Service
- North Yorkshire County Council
- The Avalon Group
- Barchester Healthcare
- Four Seasons Healthcare
- Christchurch Group

## Spotlight on...

### Healthcare assistant

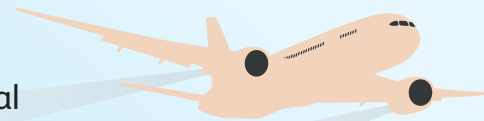
- Help patients shower and get dressed
- Help people eat
- Make beds
- Use equipment to lift and move patients
- Talk to patients and reassure them
- Help patients to use the toilet
- Tidy the ward or patients' homes
- Take patients' temperature or pulse





# Hospitality and Tourism

York and North Yorkshire has a considerable number of national parks and areas of outstanding countryside and coast.



## Types of Jobs

- Waiter
- Kitchen assistant
- Airline customer service agent
- Cabin crew
- Museum assistant

## Skills/qualities

- Team working
- Communication skills
- Problem solving
- Negotiation
- Patience
- Customer care

## Some local employers:

- Hilton Worldwide
- Betty's
- Superbreak
- Lightwater Valley
- Blue Dolphin Holiday Park
- Hotel du Vin and Malmaison
- National Railway Museum



## Spotlight on...

### Museum assistant

- Patrol buildings to monitor security
- Make sure exhibits are in good order
- Give talks to visitors about exhibitions
- Help curators to change displays and exhibitions
- Create labels for objects and record items on display
- Issue entrance tickets
- Serve in a museum shop



# Retail

The retail industry relies heavily on young people who often work in shops on a part time basis before moving on to other options. Retail as a career offers fast promotion opportunities, good financial rewards and diverse roles such as buying, merchandising and managerial positions.



## Types of Jobs

- Sales administrator
- Advertising account planner
- Airline customer service agent
- Barista
- Waiter

## Skills/qualities

- Teamworking
- Flexible
- Problem solving

- Communication
- Customer focus

## Some local employers:

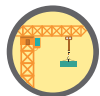
- John Lewis
- Marks and Spencer
- Fenwick
- Barkers Northallerton
- Aldi
- Next
- B&Q
- Gear4music
- Morrisons

## Spotlight on...

### Sales Administrator

- Answer enquiries over the phone, by email and face to face
- Take and process customer orders and payments
- Do credit checks, raise invoices and deal with paperwork
- Update customer records
- Check stock and re-order supplies
- Organise deliveries
- Provide after-sales support
- Type up documents like letters and reports





# Transport and Distribution (Logistics)

The transport, logistics and distribution sector is about the movement, handling and storage of goods including passenger transport.



## Types of Jobs

- Large goods vehicle driver
- Train driver
- Order picker
- Airport baggage handler
- Airport information assistant

## Skills/qualities

- Team working
- Problem solving
- Good organisation
- Attention to detail
- Confidence

- Communication
- Ability to work under pressure

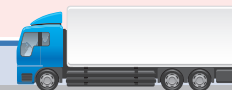
## Some local employers:

- Nestlé
- Bowker Group
- Virgin East Coast
- Funjwerk
- Clipper logistics
- Balfour Beatty Rail
- LNER
- Wincanton
- YDL
- TEF Transport
- Network Rail

## Spotlight on...

### Large goods vehicle driver

- Provide excellent customer service to promote your company
- Make sure companies and individuals get the goods they need
- Plan delivery schedules and routes with transport managers
- Make sure loads are safely secured
- Check your vehicle to identify and report any issues
- Drive safely within the law and keep your vehicle tidy and roadworthy



# CVs and Interviews

If you are in an education and training setting you should get a chance to visit employers and other education and training providers. In addition, representatives will visit your setting and talk about their jobs and industries. Experiences of work are important to help you decide what type of job you would like in the future.

**CV stands for 'Curriculum Vitae' which means 'story of my life'.**

It is usually a maximum of two pages A4.

If you need some help, speak to a teacher, professional or family/carer about CV writing support.

**An interview** is a chance for an employer to see if you're the right person for the job. It's your chance to make a good impression and show what you have to offer. Many employers will ask you if you need support for an interview process. Speak to the employer to find out the process for getting a job with them.

People will often ask for examples so it's wise to think these things through in advance.



# Supported Internships are now available

## What is a Supported Internship?

A Supported Internship is one type of study programme specifically aimed at young people aged 16 to 24 who have an Education, Health and Care (EHC) plan, who want to move into employment and need extra support to do so.

## Where will it take place?

A Supported Internship will usually be based at an employer.

## How long will it last?

A Supported Internship normally lasts for a year, including unpaid work placements of at least 6 months.

## What will I do?

You will complete a personalised study programme which includes the chance to study for relevant qualifications, if suitable, and English and maths.

## What happens after?

Wherever possible, you will be supported to move into paid employment at the end of the Supported Internship.





## Benefits of a Supported Internship

- Develop skills valued by employers
- Have chance to show your value in the workplace
- Build confidence in your own abilities
- Gain experience to put on your CV
- Improve your skills in English & Maths
- Become an independent traveller
- Show everybody you can do it!

## How is a Supported Internship different from an Apprenticeship or Traineeship?

They are similar, but they have a few differences.

You will receive a higher level of support on a Supported Internship. This will probably

include a job coach and further help with your learning that you do away from the workplace.





Supported Internships are also usually longer than a Traineeship, giving you longer to get ready to progress into an Apprenticeship if this is what you would like to do.

**Source:** [www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties](http://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties)



# It's all about skills!

There are skills which are sometimes called 'transferable skills'. They are needed in many different types of jobs by employers. Think about how you can show and develop your skills.

Skill	What is it?
<b>Communication</b> 	Getting along well with others, listening and understanding instructions, joining in with discussions.
<b>Problem Solving</b> 	Being logical and finding solutions to difficult situations or tasks.
<b>Organisation</b> 	Good time keeping, efficiency and being well prepared.
<b>Leadership</b> 	Being able to manage situations, using all resources effectively and, understanding and applying the skills of those around you appropriately.



Skill	What is it?
<b>Creativity</b> 	<p>Creativity doesn't just mean being artistic. To a lot of people creativity is thinking bigger and coming up with ideas or solutions that work well and might not have been thought of before.</p>
<b>Teamwork</b> 	<p>Working well with others, knowing each other's skills and talents, and supporting everyone in the team.</p>
<b>Resilience</b> 	<p>Being able to pick yourself up after something goes wrong. Taking a moment to evaluate and then trying again in a different way.</p>
<b>Self-awareness</b> 	<p>Understanding your own strengths and areas for improvement and how you can improve on these.</p>



# Calling all Parents and Carers!

Parents, families and carers are a huge influence when it comes to making your career choices.

It's important you access the free advice from careers advisers, teachers, professionals, education and training providers and employers. Attend events and open days to hear more.

Young people in a school or college setting will be able to access independent and impartial careers guidance as part of their careers programme. Contact a teacher or tutor to find out more.

The more you talk to people and the more information you can gather, the easier it will be to make the right decision.

## Useful links:

[www.youthemployment.org.uk/category/careers-advice-for-parents/](http://www.youthemployment.org.uk/category/careers-advice-for-parents/)

[www.amazingapprenticeships.com/parents/](http://www.amazingapprenticeships.com/parents/)    [www.parentadviser.co.uk/](http://www.parentadviser.co.uk/)

# Further Information and Links

There are lots of websites you can use to do further research. Always check the information is up to date as things can change rapidly! Also remember this is only a small selection of websites available.

National careers service:

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Information about careers:

[www.nationalcareersservice.gov.uk](http://www.nationalcareersservice.gov.uk)

<https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors>

[www.careersbox.co.uk/](http://www.careersbox.co.uk/)

[www.icould.com](http://www.icould.com)

Volunteering:

[www.ncsyes.co.uk](http://www.ncsyes.co.uk)

[www.do-it.org](http://www.do-it.org)

Apprenticeships:

[www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

Advice when starting work:

[www.citizensadvice.org.uk/work/check-your-rights-at-work-if-youre-under-18/](http://www.citizensadvice.org.uk/work/check-your-rights-at-work-if-youre-under-18/)

General:

[www.aspire-igen.com](http://www.aspire-igen.com)

Information about preparing for adulthood:

[www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)

Disability Employment Advisors:

[www.jobcentreguide.co.uk](http://www.jobcentreguide.co.uk)

Free advice and support:

[www.scope.org.uk](http://www.scope.org.uk)

# Notes pages

Use this space to work with your adviser/teacher and make some notes about your next steps!

Jobs I am interested in:

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Websites I should visit:

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Things I need to do to prepare:

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## Disclaimer

Aspire-igen staff have researched the web links referenced in this publication. However, website information can change rapidly. Aspire-igen does not endorse organisations or accept any responsibility for the content of external sites.

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[www.futurehy.co.uk](http://www.futurehy.co.uk)



[www.ofsuniconnect.org](http://www.ofsuniconnect.org)



[www.theopportunitycentre.com](http://www.theopportunitycentre.com)



[www.york.gov.uk](http://www.york.gov.uk)